

**The European School Luxembourg II is looking for:**

An Education Counsellor Advisor (M/F)  
for the secondary school as of September 2024  
Fixed-term contract CDD – 1 year  
40h/week

The European Schools are an intergovernmental organization offering multilingual and multicultural education.

**Job description (see PDF in attachment)**

- Position available as from September 2024;
- Weekly schedule: 40-hour weekly schedule;
- Fixed-term contract ending August 31, 2025.

**Profile**

- Higher Education Diploma;
- Qualified teaching status, or equivalent qualifications or experience to be able to carry out his/her duties;
- Up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with the protection of children and young people;
- Proficiency in one of the vehicular languages of the European Schools (DE, EN, FR) level C2;
- Good knowledge (level B2) of other official languages of the European Union spoken at the School;
- Direct teaching or pastoral experience in international schools will be an asset;
- The candidate has to be a EU citizen or be in possession of an authorization to work in the Grand Duchy of Luxembourg at the time of the application;
- Demonstrated willingness to participate in the life of the School as a whole.

**Skills**

- Excellent interpersonal and communication skills;
- High level of digital skills;
- Discretion and ability to maintain confidentiality in an appropriate manner;
- Ability to achieve high standards, to explain clearly and to deal sensitively with issues and resolve conflicts where they may arise. Good communication skills and the ability to build positive and effective working relationships with teachers, parents, students, etc.;
- Commitment to child and youth welfare;



ECOLE EUROPEENNE Luxembourg II  
EUROPEAN SCHOOL Luxembourg II  
EUROPÄISCHE SCHULE Luxembourg II

- Stress management in complicated situations.

### Salary

We offer a one-year contract in accordance with the status locally recruited teachers at the European Schools (see: <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-14.pdf>.)

This contract is also linked to the Luxembourg law for social security and retirement.

Your contract will also be linked to Luxembourgish law for social welfare and pensions.

- Starting date: September 2024;
- Availability: Candidates must be available as from September 2024 until August 2025;
- Locally recruited educational adviser shall be paid 6.270,96€ per month for a full-time position of 40 hours/week.

### Applications

Your application must be sent in one unique pdf file including all required documents only by email to the following address: [MAM-RECRUTEMENT@eursc.eu](mailto:MAM-RECRUTEMENT@eursc.eu).

It must contain:

- A letter of motivation ;
- Your curriculum vitae in "Europass" format;
- A copy of your diploma(s);
- An extract from your criminal record;
- The contact details of your last employer;
- Proof of language proficiency ;
- The advertisement reference: **D-MvD-sk-24-261**

**Deadline for application: 14<sup>th</sup> July 2024**

Applications that do not respect the procedure will not be considered. No reply will be given to candidates before the end of the procedure.

Successful candidates will be invited for an interview.

Please note that all personal data will be stored electronically, while respecting confidentiality laws. Candidates who object are requested to notify this.

**For further information, please take note of our privacy policy.**

### Job description - Educational Adviser

The Educational Adviser (EA) will be a member of the Advisory Team (AT) with specific pedagogical, administrative and pastoral care tasks in his or her area of responsibility. Reporting to the ADD (Assistant Deputy Director) and DDS (Deputy Director for the Secondary Cycle) the EA will take an active role in all Advisory Team strategic planning and decision-making. They will take duties by delegation with the ADD and DDS and have full responsibility for carrying out his or her duties in a timely and efficient manner, securing excellence, preserving and fostering the good name of the European Schools.

The duties of the Educational adviser are student-life-centred. He or she should work closely with the other members of the Advisory team.

His/her main responsibility is to implement the tasks of the core areas of the 'Advisory Team'.

#### Core Areas of the 'Advisory Team':

- I. Well-being, behaviour and discipline
- II. Organisation of studies and examinations (S5-S7)
- III. Communication to parents, teachers, students and other stakeholders
- IV. Implementation and development of planning, policies/documents and guidelines (for the areas of competences)

#### LIST OF POSSIBLE TASKS

##### I. Well-being, behaviour and discipline

- Dedicated to being fully responsible for the well-being of students in their area of responsibility. Management of all problems linked to their area of responsibility
- Ensuring pastoral care; being available for the students to listen to their problems/issues; member of the counselling groups
- Proactive and active in solving different issues /discipline, etc. regarding students
- Keeping up-to-date records of pastoral care, discipline issues/SMS
- Assisting the principal class teachers/form teachers and subject teachers in dealing with well-being and discipline problems of the students outside the classroom
- Coordinating and assigning disciplinary measures
- Supervision in the school area – canteen, study room, etc.

- Actively participating in sessions of a proactive nature e.g. information/education sessions on drug and alcohol risks
- Working together with the school psychologist
- Working together with the school nurse
- Being highly visible in fulfilling the task of pastoral care; supporting the pupils in order to prevent and avoid problems in school, behavioural or disciplinary.
- Initiating, promoting and coordinating whole school events at class, year group or whole cycle level with particular regard to ensuring “well-being” in school
  - Organising activities outside the classroom:
  - Work experience<sup>8</sup>
  - Sessions regarding e.g. internet safety, anti-bullying sessions
  - Clean school project
  - KiVa

## **II. Organisation of studies and examinations S5-S7**

- Guiding the option choice process in their area of responsibility
- Participating actively in the organisation of the examinations according to the set plan
- Supervising in the examination hall
- Preparing documentation for the organisation of the examinations
- Preparing invigilation timetables
- Dealing with follow-up of students who were absent from the examinations
- Ensuring the scanning of the Baccalaureate examination papers

## **III. Communication to parents, teachers, students and other stakeholders**

### **1. Internal communication**

#### **1.1. Students**

- Entering absences into SMS that have been reported to the EA
- Follow up of students’ absences in cooperation with the class teacher
- Provide a check of absences and late arrivals, produce lists of students with more than 10% of absences on a regular basis, and provide feedback to the class teacher, DDS and ADD and parents as requested

---

<sup>8</sup> Each school needs a coordinator to manage the program. It could be one of the careers teachers but other colleagues could be chosen as well: **a pedagogical adviser**, a principal teacher or any member of staff who is interested in the job. The coordinator could work in collaboration with the careers teachers (ref: 2016-02-D-6)

- Managing disciplinary measures and following up sanctions
- Recording in SMS option behavioural issues according to the information from teachers or interaction with students
- Follow up of the support of underachieving students
- Coordinating activities for gifted and talented pupils
- Organizing students' elections and holding regular meetings with class representatives in order to ensure students' participation in school life.
- Organising assemblies regarding living together or presentations by guest speakers.

### 1.2. Class Councils

- Preparing class councils
- Participating actively in class councils – for example taking minutes of class councils, forwarding appropriate information regarding the students e.g. the reasons for absences, letter of risk of repeats and failures
- Ensuring the follow-up of class councils (e.g. meeting with students or parents if appropriate).

### 1.3. Teachers

- Administration of teachers' absences. Ensuring replacement according to the replacement policy
- Communicating with the principal class teachers/form teachers and subject teachers in relation to students' issues/problems

### 1.4. Promoting the identity of the school

- Preparing activities to strengthen the identity of the European School
- Promoting and supporting whole school cooperative activities to reinforce the school's identity.
- Being part of the transition from primary to secondary school

## 2. **External communication**

- Being a link between students, teachers, parents and the management
- Organising meetings with the parents of the students when there is the need, being the first port of call in the Advisory team by ensuring proper documentation.
- Organising parent-teacher evenings during the year.
- Providing up- to-date information to parents as required (e.g. about student absences, disciplinary problems, etc.).
- Ensuring appropriate documentation of meetings with parents or students.
- Ensuring the smooth implementation of the host country's local laws (e.g. child protection and safeguarding) along with the school's internal regulations as well as the regulations of the European Schools

#### **IV. Implementation and development of planning, policies/documents and guidelines (for the areas of competences)**

- Contributing to creating and updating documents and guidelines
- Preparing an individual annual action plan

#### **Other tasks**

- If possible participating in the school trips.
- Regular participation in team meetings, providing information about different issues
- Participating in the committees and councils as requested

**Carry out any other tasks in working hours requested by the Director, DDS or ADD.**

### **PERSON SPECIFICATION**

#### **Knowledge:**

- Educated to degree level
- Qualified teacher status or equivalent qualifications or experience to be able to perform duties
- Up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with the protection of children and young people.
- Knowledge of languages:
  - fluency in one of the vehicular languages of the European Schools (DE-EN-FR)–C1 level
  - good knowledge (level B2) of other official languages of the European Union, spoken in the School.

#### **Experience:**

- Direct teaching or pastoral experience in international schools will be an asset
- Demonstrated willingness to be involved in the wider life of the School

#### **Skills:**

- Excellent communication and interpersonal skills
- High level of digital competence
- Discretion and the ability to maintain appropriate confidentiality
- Ability to achieve high standards, to explain clearly and to deal sensitively with issues and resolve conflicts where they may arise.

- Able to communicate well and develop positive and efficient working relations with teachers, parents and students, etc.
- Committed to the protection and safeguarding of children and young people
- Manage stress in complicated situations

**Attitudes:**

- Energy, enthusiasm and commitment to excellence
- Persistence, reliability and flexibility
- A commitment to personal and professional development
- Empathy with and commitment to the global ethos and caring atmosphere of European Schools
- A sense of humour

*This list is not exhaustive and will be subject to review when the needs of the school changes. The DHS and ADH have the right to allocate other tasks in the best interests of the students and the School.*

**CURRENT SALARY SCALES FOR MEMBERS OF THE SECONDED STAFF OF THE EUROPEAN SCHOOLS**

**Scale 1**

Director  
Deputy Secretary-General

**Scale 2**

Deputy Director for the secondary cycle  
Senior Assistant to the Secretary-General in charge of an administrative unit  
Central Accounting Officer  
Financial Controller  
Head of an administrative unit

**Scale 3**

Secondary school teacher  
Deputy Director for the nursery and primary cycle  
Deputy Director for Finance and Administration  
**Assistant Deputy Director for the secondary cycle**

**Scale 4**

Administrative and Legal Officer

**Scale 5**

**Assistant Deputy Director for the nursery and primary cycle**  
Principal educational advisor

**Scale 6**

Teacher qualified to teach lower secondary classes only  
Assistant Financial Controller

**Scale 7**

Primary school teacher  
Nursery school teacher  
Educational advisor with a teaching qualification  
Librarian

**Scale 8**

**Scale 9**

Educational advisor with a secondary school leaving certificate but without teaching qualifications